

**UNIVERSITY OF MISSOURI
COMMUNITY MUSIC PROGRAM
INSTRUCTOR AGREEMENT FORM**

Philosophy & Administration

We want to offer each student enrolled in the Community Music Program (CMP) a positive learning experience and the highest quality in musical education. We accept students at all skill levels, and do not discriminate on the basis of age, race, gender, or income level. CMP is coordinated by Joanna Griffith (griffithjs@missouri.edu, or muasmusicoutreach@missouri.edu). *Please read the following paragraphs carefully* and do not hesitate to reach out should you need additional clarification.

Student Registration

All CMP students need to register prior to their first lesson. **Instructors will not be paid for students who are not registered.** Students may register online on the [CMP website](#).

Scheduling

Scheduling of lessons is arranged directly between the instructor and pupil. **Instructors must contact students by phone within a 24-hour period of receiving their contact information.** Plan on offering a portion of the first lesson with your students as an introductory meeting, when requested.

Payroll

If you are not already a University employee (TA, work study), then you will need to fill out the New Employee Registration paperwork. The coordinator can provide information on how to complete this.

****Instructors must enter their time in google drive (the link will be e-mailed to you) as well as in MYHR!**** You must enter your time in both places before the time period ends, those dates will be emailed to you and you will receive an e-mail reminder every two weeks. Students are responsible for keeping track of these deadlines. **Any payroll information not received on or before the deadline will not be processed during the subsequent pay period. Payroll sheets submitted more than one pay period late may not be processed, resulting in the forfeiture of compensation from those lessons.**

When logging time into MYHR, you can only enter in the amount of time that your student has paid for. For example, if your student has only signed up for 30min lessons and your lesson goes over by 10 minutes, you will not be paid for the extra 10 minutes nor should that time be recorded on your timesheet. The only instance you will be paid for a lesson that is longer than what your student paid for is in the event of a make-up lesson, which **must be documented** in the google drive timesheet. Instructors must keep track of the amount of lessons they have taught. You will only be paid for the amount of lessons that your student has paid for.

Student Attendance and Refund Policy

To encourage student attendance and provide a stable income for instructors, students are required to pay their tuition in full for lessons on or before the day of first lesson. Throughout your enrollment in the CMP, students will be in direct contact with their instructor(s) to schedule lessons. If a student needs to change a scheduled lesson day/time, (s) he must give at least a 24-hour notice to the instructor.

Lessons cancelled without a 24-hour notice will not be made up, except in the case of a documented family or medical emergency, and CMP will not refund tuition for any such missed lessons. Instructors must notify the coordinator immediately if an attendance problem arises, and students who miss two consecutive lessons without notice may have their enrollment in CMP terminated, without refund.

PLEASE NOTE: With the exception of documented family or medical emergency circumstances, we cannot process refunds for CMP tuition, and any lessons not completed by the end of the semester of enrollment will be forfeited.

Instructor Attendance & Etiquette Policy

It is the instructor's responsibility to attend the assigned private lesson each week. **Please note that cancellations or "no shows" on the instructor's part are in violation of CMP policy, and may constitute termination from the program.** Upon the instructor's first offense he/she will be required to meet with the coordinator to discuss in detail the lapse of responsibility. The second offense may lead to an immediate termination from the program, or further disciplinary action. If the instructor intends to re-schedule a lesson, he/she must contact the student and/or parent by phone and e-mail at least 24 hours in advance. The instructor is required to make up the lesson that he/she misses by the end of the semester. Any lesson not made up will be deducted from the instructor's pay on the last pay period of the term. Instructors arriving late to a lesson must still teach the fully allotted lesson time.

Holidays

Instructors may choose to arrange make-up lessons or teach additional lessons during scheduled holidays and breaks between terms, but **you must communicate any additional lessons to the coordinator.**

Session Dates, Room Reservations, and Recital Schedule:

Practice rooms are available on a first come, first served basis. If you consistently have trouble finding a practice room for your lessons please let the coordinator know. CMP students are not allowed to use MU facilities for personal practice with the exception of 15 minutes of warm-up prior to your arranged lesson. If you have any special event reservation requests while a term is in session, please contact the coordinator.

For session and recital dates visit the [CMP website](#). **Save the date for the CMP recitals which occur every fall and spring semester. Instructors are required to attend if their students sign up.**

Notice Regarding Community Music Program Student Retention Policy

CMP is offered as a service to the Mid-Missouri community, and retaining students is required for the program to maintain itself. As employees of the University of Missouri and stewards of the program, **CMP instructors agree not to instruct students who are enrolled in CMP outside of the program (e.g. offering private lessons to CMP students on or off-campus) during their time as instructors, and for a period of six months after said students end their enrollment in CMP, without the expressed written consent from the CMP coordinator.**

In order to teach through CMP, each instructor must read this form, sign it, and return it to the coordinator before teaching their first lesson. By signing, the instructor understands these rules and agrees to abide by them and the conduct rules and regulations of the University of Missouri.

Check one: Graduate Instructor Undergraduate Instructor

CMP Instructor Name: _____ Student #: _____

CMP Instructor Signature: _____ Date: _____

CMP Cell phone #: _____ Instrument: _____

Faculty Mentor Name: _____

Faculty Mentor Signature: _____ Date: _____

